



Upper Tribunal Lands Chamber procedure flowchart

For appeals from The First-tier Tribunal (Property Chamber) in England and the Leasehold Valuation and Residential Property Tribunals in Wales

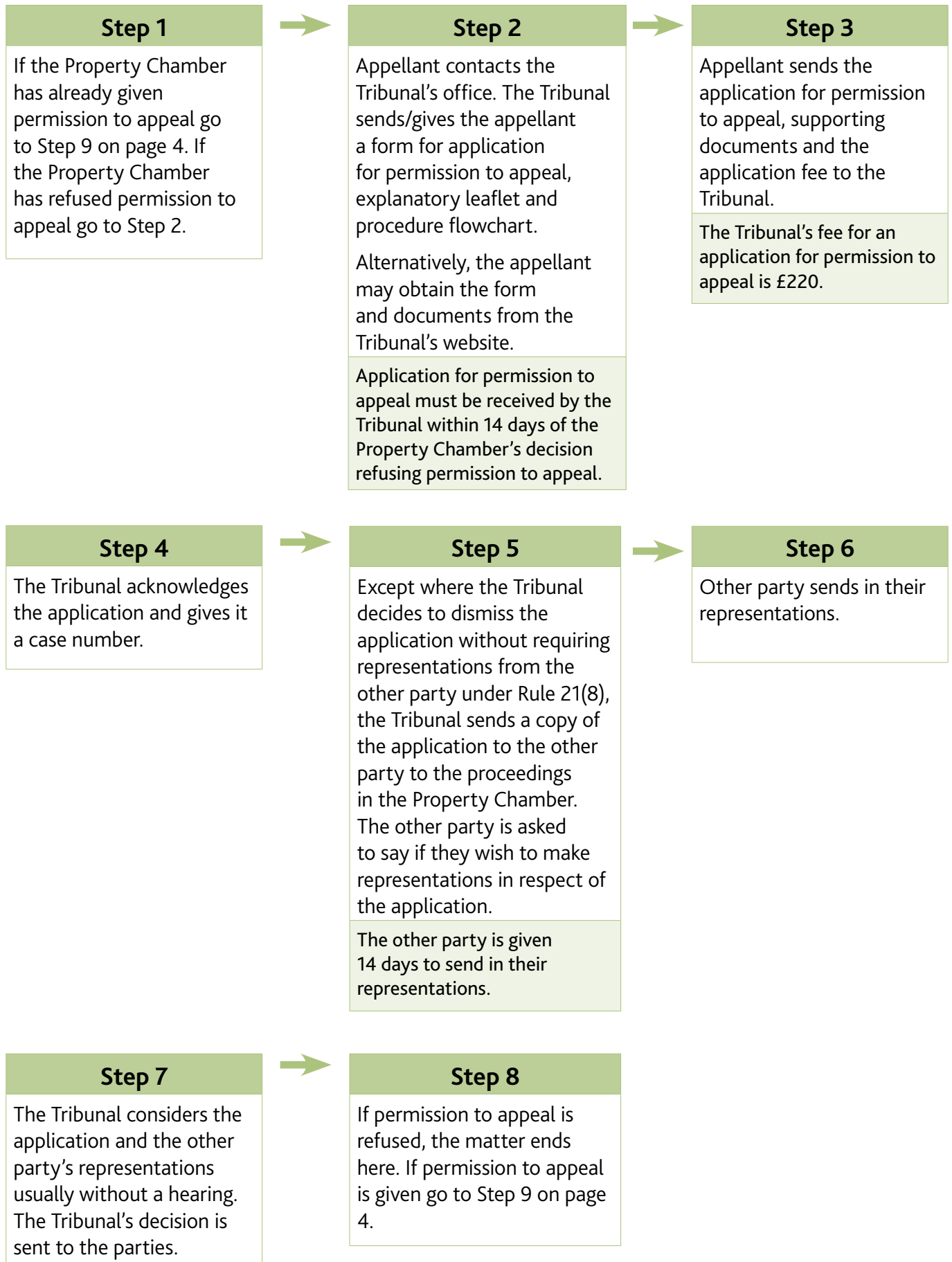
The procedure flowchart on the following pages is designed to assist both appellants and respondents by giving an overview of the process that the Tribunal follows in respect of appeals from decisions of the First-tier Tribunal (Property Chamber) and the Leasehold Valuation and Residential Property Tribunals in Wales. It is not a substitute for consulting the legislation relating to your case, the Rules and the Practice Directions, Practice Statement, or from taking professional advice from a solicitor or a chartered surveyor. Depending upon the exact nature of the case the Tribunal may either direct that additional steps be taken or that certain steps be omitted.

For your guidance

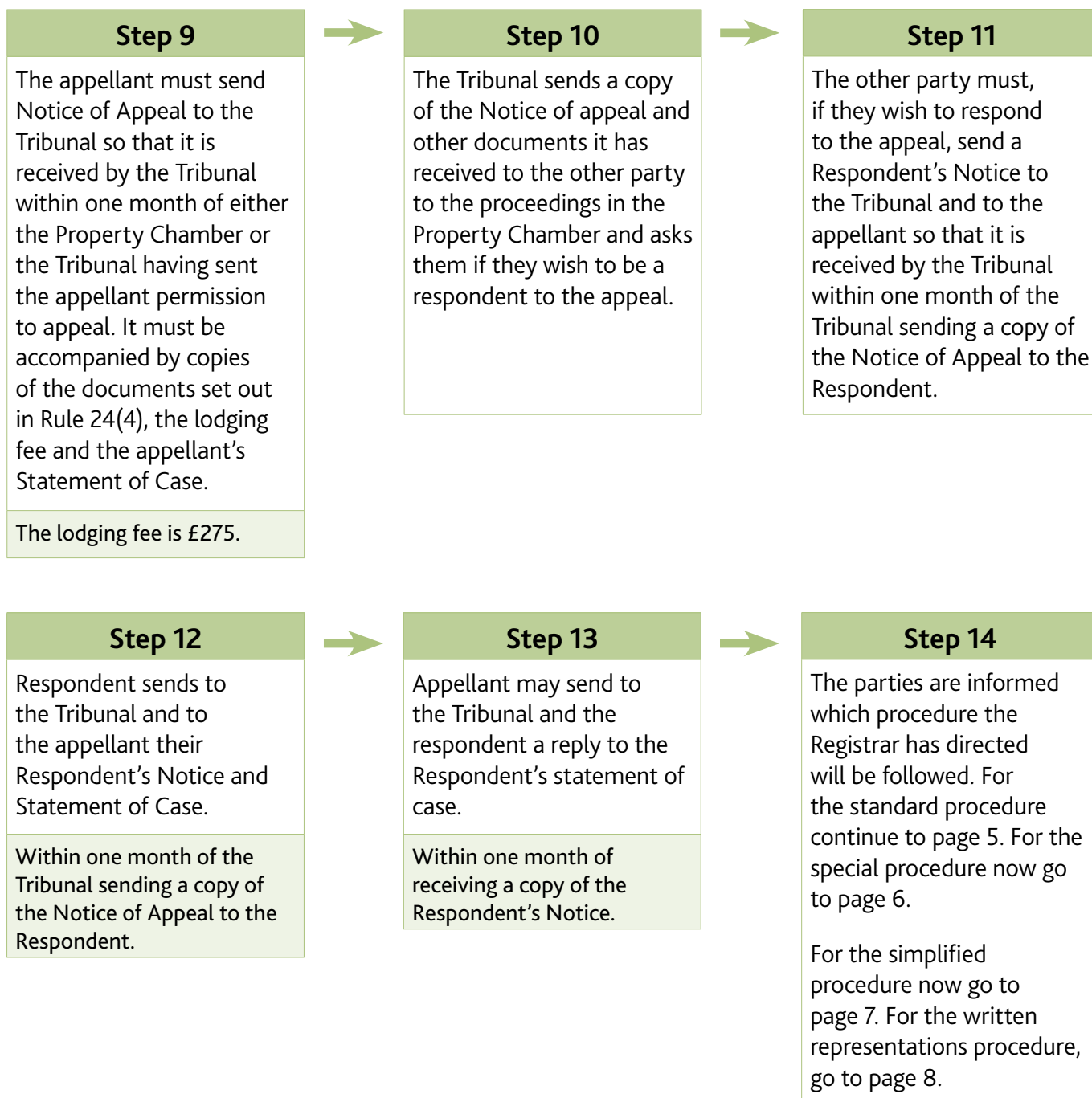
- The Tribunal's Rules, Practice Directions, Practice Statement, forms, information about the fees it charges and its recent decisions are available on the Tribunal's website, www.gov.uk/appeal-upper-tribunal-lands
- The Tribunal's staff can answer questions about the Tribunal's processes but they cannot give you legal advice nor can they advise you on what is best for your case. If you are in doubt you should seek independent legal advice or the advice of a chartered surveyor.
- Once commenced, proceedings must be disposed of with all reasonable speed. The Tribunal will hear the case as soon as it can, but the parties must also do what is required of them within the timescales set. The Tribunal will allow a short stay of proceedings where the parties agree to seek Alternative Dispute Resolution, such as mediation, but it will not delay the progress of a case simply to allow negotiations to continue.

- If you cannot comply with a step or direction within the timescale set, you may apply to the Tribunal for an extension of time.
- Extensions will be granted only where the applicant shows good reason. All applications during the course of the case, including applications for extensions of time, must be accompanied by the Tribunal's fee of £110 made payable to 'HM Courts and Tribunals Service'. They must also set out fully the reasons for the application and you must confirm that a copy of it has been sent to the other party.
- Unless otherwise directed (either by the rules or by a specific direction) a party sending a document to the Tribunal should send one copy only.
- The Tribunal may not order a party to an appeal to pay costs incurred by another party in connection with the appeal unless the party ordered to pay costs or their representative has behaved unreasonably in bringing, defending or conducting the proceedings, and such sum shall be limited to £500.
- In this document all references to the Property Chamber should also be taken to apply also to appeals from the Leasehold Valuation and Residential Property Tribunals in Wales.

Applying for permission to appeal



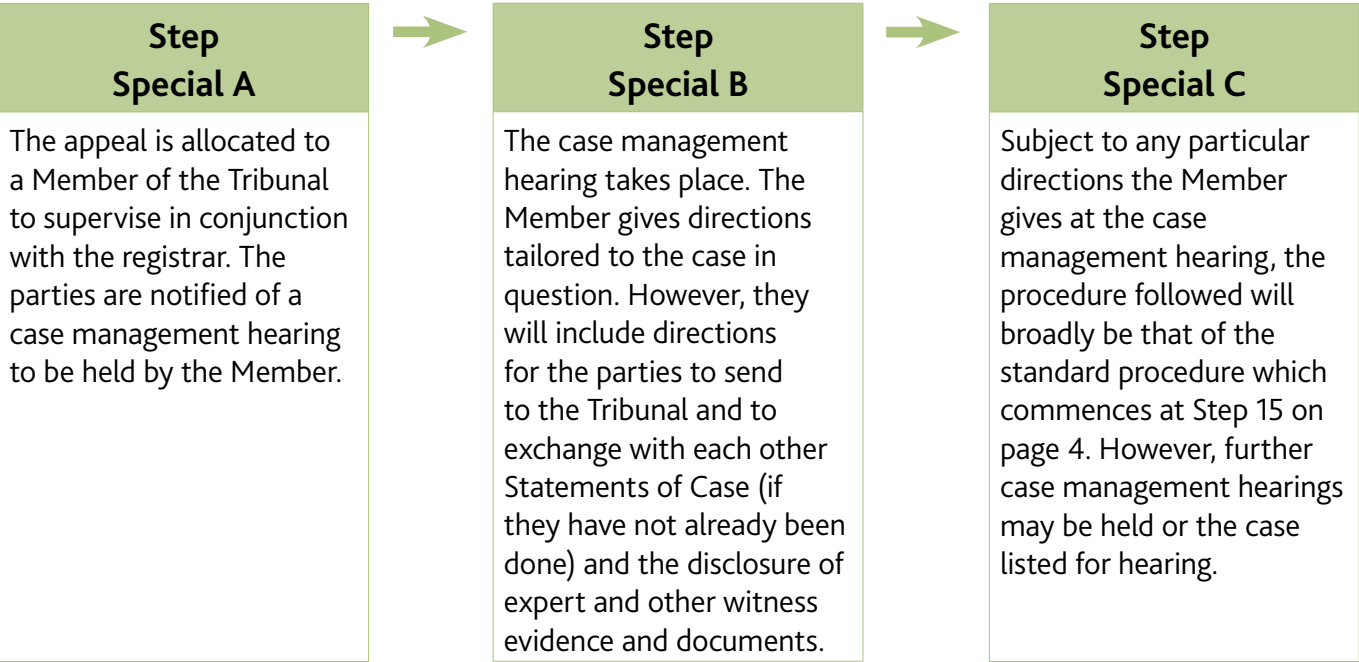
Commencing an appeal



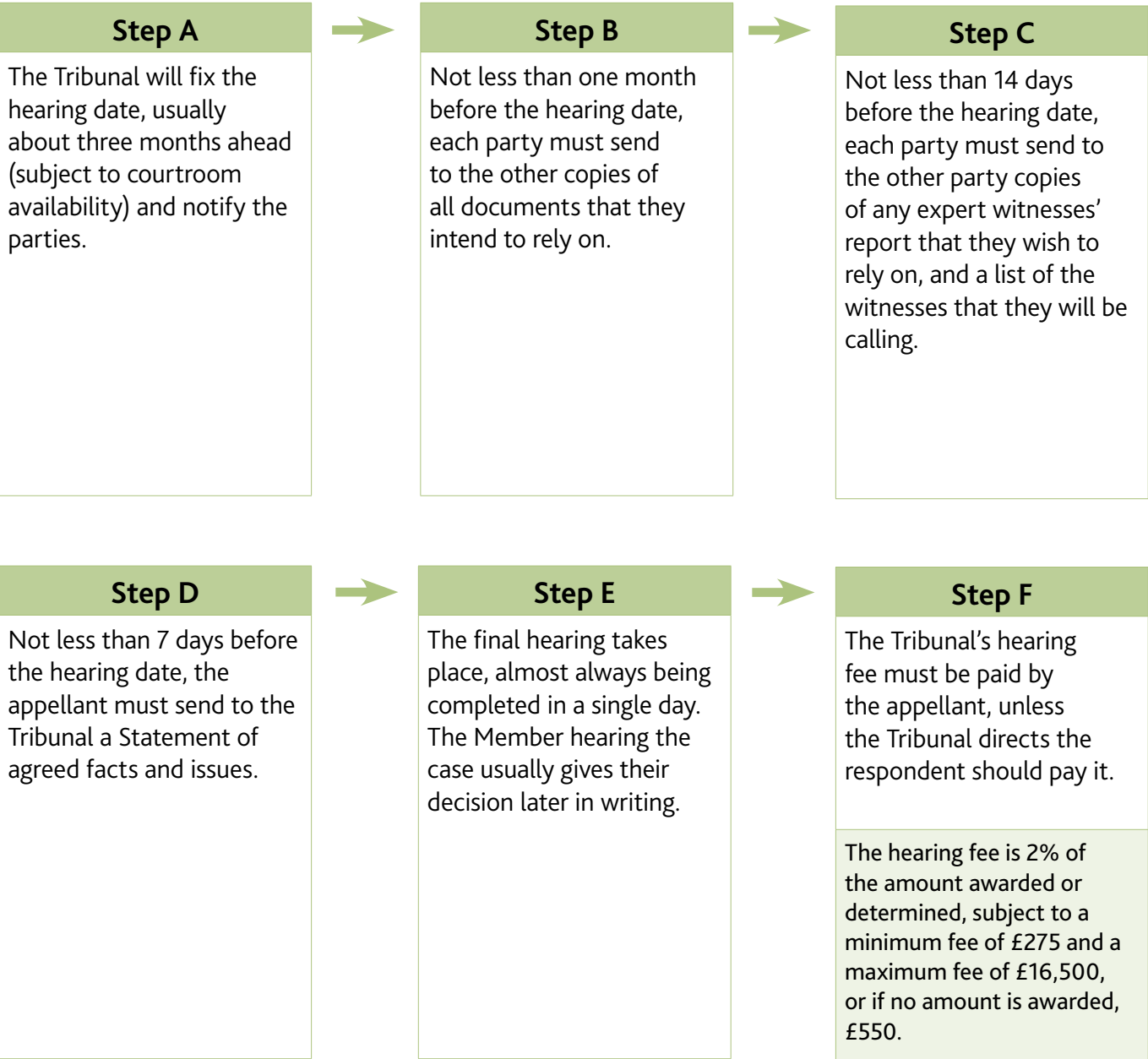
Standard procedure



Special procedure



Simplified procedure



Written Representations procedure

